

Utah State Office of Education Keyboarding Standards for Students

Grades K-2

- Students will be introduced to touch keyboarding techniques and correct fingering.
- Mouse-driven software is recommended for K-2 students.

Grades 3-5

- Students will learn touch keyboarding techniques, with emphasis on correct fingering.
- Students will achieve a minimum of 25 words per minute by the end of 5th grade.

Grades 6-8

- Students will use proper touch keyboarding techniques.
- Students will demonstrate a working knowledge of basic word processing functions and proofreading.
- Students will develop composing skills at the keyboard.
- Students will achieve a minimum of 45 words per minute by the end of 8th grade.

Grades 9-12

- Students will exhibit keyboarding competency in other curriculum areas.
- Students will successfully complete the Computer Technology graduation requirement.

"It is difficult to dispute the prominence of keyboarding as a foundational skill needed to compute efficiently in today's technology-rich society."

Renaissance Learning Report, February 2007

"Keyboarding is an essential skill for students, not only to learn, but learn well. It is much easier for people to express their written thoughts when proficient in keyboarding. Perhaps my most valuable class in high school was 'typing', knowing how much this ability has influenced my life."

*Dr. Howard Sager, Principal, Kennedy Jr. High
Granite School District*

"Keyboarding skills are more vital today than when the typewriter revolutionized written communication. Keyboarding skills are the necessary precursor to successful literacy on computers. Without keyboarding in the junior high curriculum, we are handicapping our students developmentally in essential knowledge of computer technology."

"The curriculum for computer technology is so significant to the future success of young people in our technologically-based society that the Utah Legislature and the State Office of Education have made this class a specific requirement for high school graduation."

*Kathy W. Wirthlin, Counselor, Churchill Jr. High
Granite School District*

"I am so glad my students took keyboarding. They key faster than I do. The worst part is that they tease me when I sit down to the computer. They check my posture and remind me to keep my eyes on the screen, not on my hands. I am happy they had the opportunity to take keyboarding. I hope all students will have the same chance to take this class."

Gerie Miles, Parent

"My employers...pay me because of the speed at which I can develop software. I wouldn't be able to type in the commands as fast as my mind comes up with them if I hadn't taken junior high keyboarding and learned how to type."

Bryan Call, Software Architect

Utah State Office of Education
Patti Harrington, Ed.D.
State Superintendent of Public Instruction
250 East 500 South P.O. Box 144200
Salt Lake City, UT 84114-4200



Keyboarding A Critical Literacy Skill



Ninety-six percent of all jobs require effective keyboarding skills.



K-12 KEYBOARDING

The mission of Keyboarding Education is for all Utah students to possess keyboarding competence by high school graduation. Proper keyboarding instruction begins in 3rd grade and is reviewed in each succeeding grade to allow students to achieve a high degree of proficiency. Students are assessed for keyboarding competence in elementary and secondary keyboarding programs.

The most important single computer skill a child can learn is keyboarding.

To graduate, students must complete a Computer Technology class in high school. In order to successfully pass this class, a student must know how to keyboard correctly.



"The keyboarding skills I learned in junior high helped me more in college than any other single class I took in high school."

R. Merrell



***Keyboarding is a critical literacy skill!
It ranks with reading, writing, speaking, listening and thinking.***

Today, efficient keyboard and computer operation is a necessary and critical skill for the majority of occupations. Keyboarding is an expected tool for communication throughout one's life.

With the widespread use of computers in schools and homes, keyboarding instruction has moved to the elementary grades. Younger children are becoming fluent computer users. It is important for them to learn proper keyboarding techniques early so they do not develop bad habits that are very hard to break.

"Recently, a 12-year-old girl from Nebo School District was featured in the news for her unbelievable speed and accuracy in keyboarding. With practice and perseverance she averages between 90 and 100 words per minute."

Deseret Morning News, February 2006



Good technique is the key to speed, accuracy and efficient use of the computer.



"Students who have not taken a middle school/junior high keyboarding class struggle. They cannot keep up. Poor keyboarding skills...slow them down in using all aspects of the computer. For example, when typing in a Web address, it takes these students 2-3 times longer, and they quickly fall behind in the class demonstration."

Mountain Crest High School Business Teachers